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EXCOM

9016-80

30 JAN 1980

MEMORANDUM FOR: Executive Committee Members

FROM

:

SA/DDCI

SUBJECT: Agenda for Executive Committee Meeting,
6 February 1980

The Executive Committee will meet on Wednesday, 6 February 1980, at 3:00 P.M. in the DCI's conference room on two topics:

1. Uniform Guidelines. You will be requested to make decisions on the recommendations contained in the task force report on Uniform Guidelines on Employee Selection Procedures. This report was distributed to you previously for comment. A summary of those comments is attached for your information.

2. ADP Application Reviews, I. To begin the Committee's annual review of selected ADP projects, the DDO will present a briefing on CRAFT, which incorporates the Prototype Automated Field System and the SE Operational Support System, and on the Russian Translation System. The project decision forms for the latter three systems and DDO's briefing outline are attached as background information.

Attachments:
as stated

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20 JAN 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Doing More With Less

REFERENCE: Memo to EXCOM Mbrs fm SA/DDCI (V.Puritano) dtd 24 Jan 80,
Subj: Minutes of Executive Committee Meeting 16 Jan 80
(EXCOM 9014-80)

25X1 1. The subject of "Doing More With Less" was briefed and discussed at the 16 January 1980 Executive Committee (EXCOM) session. Each of you has received a copy of the EXCOM Staff minutes of that meeting together with copies of the vugraphs used by Ms. [] in her briefing. I have attached another set of Ms. [] vugraphs plus a copy of her briefing notes for your further information.

2. As indicated in the EXCOM minutes, the DDCI tasked the Deputies with sharing the "Doing More With Less" materials with their staffs, eliciting suggestions, and responding back to the EXCOM Staff by 20 February 1980. To initiate this process, I have arranged to have [] repeat the briefing--on 5 February after our regular staff meeting. She will also answer any questions you may have. Following this briefing and subsequent discussions with your staff, I will need your response to:

- The subject matter in general, including a discussion of activities in your organization with as many supporting statistics as are available that represent "Doing More With Less";
- The options presented for possible action; and